



Memorandum

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City of Auburn Community Development Department

To: Mayor and City Council Members
From: Reg Murray, Senior Planner *RM*
Date: February 27, 2012
Subject: HDRC Annual Review 2012 – Commission Priorities and Operations & Procedures Review

Historic Design Review Commission – Operations and Procedures Review

The City of Auburn revised the historic design review provisions of the Auburn Municipal Code in November, 2004. With that update, the City disbanded the Historic Design Review Committee and established the Historic Design Review Commission (HDRC). The update also included a provision for the HDRC to, on at least an annual basis, review its operations and procedures and make recommendations to the City Council (see Attachment 1; Section 159.495(D)).

Provided below is a summary of operational and/or procedural topics addressed by, or involving, the HDRC since the adoption of the new historic design review provisions in 2004:

1. 2008-2010 – The HDRC has conducted annual reviews of its priorities.
2. March 2007 – Based on City Council direction, the HDRC recommended revisions to the Historic Design Review Guidelines as they relate to materials used for signs (i.e. allowing the use of plastic/vinyl signs). City Council adopted the revisions in May 2007.
3. January 2009 – The HDRC reviewed historic colors.
4. March 2009 – The HDRC delegated to staff review authority for administrative approval associated with: all sign permits; ADA required exterior building improvements; and, exterior lighting.
5. October 2009 – Councilman Hanley and Councilman Kirby reviewed the operations of the City's various commissions, committees, and boards, including the HDRC. The report recommended no changes to the HDRC.
6. June 2010 – The City Council adopted new operating procedures for several committees and commissions; the HDRC was not included.

The HDRC met on February 7, 2012 to review and discuss their operations and procedures. The HDRC noted that their existing procedures were satisfactory and that no recommendations were necessary.

Historic Design Review Commission – Priorities Review

On January 22, 2007, the Auburn City Council passed a resolution which stated that the Planning Commission would, on an annual basis in February, have the opportunity to review planning issues affecting Auburn. While the Council's resolution did not include the Historic Design Review Commission (HDRC), the HDRC has on occasion provided the City Council with informal comments regarding priorities related to historic design review. HDRC review in prior years includes:

- 2008 - Historic color palette and review of the sign ordinance.
- 2009 – Renewed interest in the sign ordinance. Also, expressed their interest in temporarily relaxing banner requirements; these banner provisions were later adopted by Council.
- 2010 – The HDRC elected not to identify any priorities.
- 2011 – The Commission did not have a discussion due to lack of hearings.

The HDRC met on February 7, 2012 and discussed whether to identify any priorities for the coming year. The HDRC expressed their appreciation of the City's streetscape project and would like to encourage other projects in the historic design review district to utilize some of these design elements when appropriate. The Commission suggested that they develop a list of recommended design elements from the streetscape project (e.g. planting materials; colors; lighting) and that the Historic Design Review Guidelines be appended to include that list.

The special projects list is provided as Attachment 2, indicating the priorities of the HDRC and Planning Commission as well as staff's principal projects.

ATTACHMENT

1. AMC Section 159.495 (HDRC Practices & Procedures)
2. CDD Special Projects List

Ref: P:/Annual CC&PC Reporting/2012/HDRC Review/HDRC Procedures and Priorities Review 2012.cc report 2-7-12

§ 159.494 HISTORIC DESIGN REVIEW COMMISSION; CREATION, MEMBERSHIP, AND TERMS OF OFFICE.

(A) *Established.* There is hereby established a Historic Design Review Commission (HDRC).

(B) *Membership.* The Historic Design Review Commission shall consist of 9 members, including the 5 members of the Planning Commission and 4 at-large members.

(C) *Minimum qualifications: At-large members.* The at-large membership of the Commission shall consist of the following:

- (1) One architect.
- (2) One member of an historical society.
- (3) One real property owner or business owner from the Downtown Historic District.
- (4) One real property owner or business owner from the Old Town Historic District.
- (5) The representatives from the Downtown Historic District and Old Town Historic District shall be nominated by the Downtown Business Association or Old Town Business Association, respectively.

(D) *Appointment and terms of office: At-large members.* At large members shall be appointed by a majority of the Council and shall serve a 4 year period. The Council shall appoint 2 at large members to 2-year terms at the time of the initial appointment of at-large members.

(E) *Attendance.* In the event a member fails to attend a total of 3 or more HDRC meetings during a calendar year, the City Council may declare the office of the member vacant. In the event an HDRC office is declared vacant, the appointment of a successor shall be made for such unexpired term in the manner provided in this section.

(F) *Vacancies.* If the office of a member of the Historic Design Review Commission becomes vacant, the City Council shall fill the vacancy by appointing a Commission member whose term shall run the unexpired term of the former incumbent.
(Ord. 04-8, eff. 11-15-2004)

§ 159.495 HISTORIC DESIGN REVIEW COMMISSION; PRACTICES AND PROCEDURES.

(A) *Quorum.* Five voting members of the Historic Design Review Commission shall constitute a quorum with a majority vote of the members present required for passage of any action item.

(B) *Officers.* The chairperson and vice-chairperson of the Planning Commission shall serve as the chair and vice-chair of the Historic Design Review Commission.

(C) *Staff.* The Community Development Department shall act as staff to the Historic Design Review Commission.

(D) *Annual review.* The Historic Design Review Commission shall, at least once per year, conduct a review of its operations and procedures, and make recommendations to the City Council for improvements thereof.
(Ord. 04-8, eff. 11-15-2004)

§ 159.496 HISTORIC DESIGN REVIEW COMMISSION (HDRC); POWERS AND DUTIES.

(A) The Historic Design Review Commission shall have the following powers and duties:

(1) To adopt rules of procedure for the conduct of its business in accordance with the provisions of this subchapter;

(2) Act in an advisory capacity to the City Council in all matters pertaining to historic resources and districts;

COMMUNITY DEVELOPMENT DEPARTMENT - SPECIAL PROJECTS LIST

(2/7/12)

Project

Comments

	PLANNING COMMISSION	* Commission priority
1	Zoning Ordinance Update*	CDD preparing first Admin Draft. 3/26/07 - Sign Ord Update 3/15/11 - Include hillside development standards per BRSP 4/11/11 - Council direction to proceed with update of the sign ordinance 3/15/11 - PC supports continued monitoring of Old Town and Downtown parking and application of policy recommendations per the Walker Parking Study
2	Parking Management*	
3	Trails Master Plan*	2/5/08 - Establish a Trails Master Plan (Worthington); 2/17/09 - PC requests an ad hoc committee be established to begin working on the Plan. 3/9/09 - Council supported ad hoc committee; approach to be directed back to Council for review and approval. 3/15/11 - Commissioners Snyder & Worthington volunteered to initiate the process.
	HDRC	* Commission priority
4	Historic Design Review Guidelines	2/7/12 - Amend the Historic Design Review Guidelines to include elements from the Auburn Streetscape project.
	STAFF	* Staff priority
5	FEP & General Plan Fee updates *	Update the FEP fee and establish a fee towards the update of the General Plan
6	ARD Park Fee Analysis	Review ARD park fee request and Nexus Study
7	HOME Grants	Administer the following grants awarded January 2011 - a) First Time Home Buyer b) Rehabilitation Assistance
8	Certified Local Government	Nov 2011 - Research CLG. Dec 2011 - submit pre-application to CLG for review. Feb 2012 - response received from SHPO
9	Housing Element Implementation	Complete programs from the 2008-2013 Housing Element (on-going) Second Half 2012 - Initiate 2013 Housing Element Update

10	New Ordinances	a) Massage Ordinance b) Water Efficiency/Landscape Ordinance c) Wireless Facilities Ordinance
11	SACOG	Coordinate with SACOG regarding Metropolitan Transportation Plan (MTP) and Regional Housing Needs Allocation (RHNA)
12	Parking Management	Update parking counts and report on the findings.
13	General Plan Implementation	Complete programs from the General Plan
14	General Plan Update	Establish process for updates to the General Plan on an element-by-element basis.
15	General Plan Land Use Map	Finalize digital update of the General Plan Land Use Map
16	School Park Preserve	Development Agreement and Park Management Plan (<i>in process</i>); draft copy circulated
17	Sign Enforcement	Banner and A-frame enforcement
18	CDBG Business Loan Program	

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